

# ANNUAL GENERAL MEETING REPORT 2022-23

***OUR VISION IS FOR A PLACE IN WHICH ALL YOUNG  
PEOPLE CAN ACHIEVE THEIR FULL POTENTIAL  
& SUCCEED BEYOND THEIR EXPECTATIONS.***

**ASPIRE  CREATE  ACHIEVE**

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**Registered Charity No:** 1186588 (England & Wales) **VAT No:** 342 8075 04 GB

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## The Chair's Address

Specialist Youth Work (SYW) is now in its fourth year of operations continues to both develop and grow in our efforts to meet the needs of our children, young people, and families and those at risk or vulnerable within communities in which we serve. The areas this year that we have worked in has grown and covers all three of the Sussex counties from Surrey, West, and East Sussex in the southeast region of England.



We met this year with both caution and optimism going forward, having had a few challenging years, the most obvious being the COVID-19 global pandemic, that hit us back in mid-March 2020, and the uncertainties and impacts this continues to have on us all. As an organisation and learning within the pandemic, we have adapted well to meet both existing and emerging needs post-pandemic around youth mental health, isolation and community and school re-engagement.

Again, that we owe an enormous **THANK YOU** to our volunteer workforce, (trustees to frontline service delivery volunteer youth support workers). Without our workforce, we would not be in the position we are in.

The work that has been developed this year alongside existing work continues to go from going from strength to strength. We are running more targeted and open access (universal) youth work provisions and our income and expenditure shows this. This year we have partnered with the YMCA East Surrey delivering on their national lottery grant providing local "open access" youth club provisions in hard-to-reach communities.

Our biggest success this year goes without saying, the resource we have secured in the detached youth work project with a brand new 2022 mobile 9-seater van. We have already seen over 200 young people access detached street-based youth work and the transportation of over 80 members to projects and on trips that have reduced barriers to accessing youth provisions.

We are now a year on since we took on the lease of a building from Woking Borough Council supporting the delivery of Surrey County Council's (SCC) carpentry skills workshops benefiting both our members and SCC's Youth Offer team's youth justice programme.

It is my hope and that of the board that we will continue to grow and develop in the years ahead and that we continue to connect with services, members, and stakeholders within the communities the length and breadth of Surrey & Sussex.

A handwritten signature in purple ink, appearing to read 'Darren Smith'.

Darren H. Smith MA - Chair of Trustees & Founder  
Board of Trustees

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## Our Board of Trustees 2022-23

### Chairperson



**Mr Darren Smith**  
**DipHND | JNC | MA**  
**Youth Services**

### Treasurer



**Mr James Cox**  
**BA Hons | JNC | ILM**  
**IT Solutions**

### Secretary



**Mr Martin Swift**  
**Youth Support Worker**  
**& Cyclist Bike Specialist**

### Trustee



**Miss Rhian Jarvis**  
**BA Hons & PGCE**  
**Secondary School Teacher**

### Trustee



**Mr Graham Hill**  
**Customer Services**  
**British Gas**

## Service Delivery Summary & Achievements

Youth projects up and running in 2022-23 are the detached youth work projects, open access youth work provisions and support for members enrolled on a DofE award scheme.


Support to young people has covered the following areas of development:

- Employment (includes; CV writing, interview skills, & CDP training).
- Education & or training (includes; application writing and support).
- Skills workshops i.e., writing, reading, application processes & homework clubs.
- School-based one-to-one support.
- DofE award scheme support (includes; map reading, residential and hiking skills).
- Sporting Projects (Boxing, Football, Fencing and fitness) that aim to Build one's confidence and self-esteem.
- Supporting health issues (including; healthy eating, topic debates, fitness and one-to-one support).
- Supporting young adults (community-based) to gain qualifications around youth work, safeguarding, mental health, first aid, and food hygiene, leading to volunteer and employment opportunities.

We have also successfully delivered the Easter & Summer Holiday Activity and Food (HAF) programme, which has brought in income of around £16k, and has enhanced our sports equipment and youth activity offer across all projects. A partnership with Active Surrey, delivering on the Department for Education (DfE) holiday and food programme for those young people/families in receipt of free school meals.

Plans from the learning and evaluation processes of projects from the global COVID-19 pandemic led to securing two grants and fundraising funds that enabled us to purchase a 9-seater van in June 2022 that acts as both a van to transport young people on trips and or to and from projects and as a detached mobile youth work base out in the streets, securing two £5k grants from both the Foyle Foundation and Surrey's High Sherrif Youth Awards alongside fundraising efforts made by volunteers throughout the year.

Data on page six of this report show the milestones in this year, a real testament to the work delivered and commitment of the volunteer team and the fact that post-pandemic plans have enabled work to reopen, develop and refocus on supporting existing and new needs of our members.



Young people achieved a national or local accredited award by undertaking their Duke of Edinburgh's Award (supported by us), a 10-hour sports award, an Adventure Service Challenge Award and the Young First Aider's award.

We have volunteers trained as Forest School Level 3 Leaders which means we will be able to offer Forest School sessions and longer-term projects once a site has been identified.

**The impact of our services has seen an increase in:**

- Membership.
- Engaging and participating in projects/ activities.
- Achieving national and local awards.
- Trying new activities.
- Both confidence and self-esteem.
- Tailored projects to members' needs.
- Reduction in anti-social behaviour and risk-taking activities linked to crime.
- School attainment.
- The uptake of education, training, and employment.
- Connections within communities (stakeholders, residents).
- SYW Referrals to professionals seeking support early to prevent families from hitting crisis points.
- Healthy eating and healthier active choices i.e., uptake of sports, gym, and swimming.

# Specialist Youth Work in Numbers - April 2022 to March 2023



Youth Membership:  
783, Up 38% from the  
478 Membership in  
2021-22



Total 3 Hour Youth  
Work Project/ Sessions  
Delivered: 761 Up 42.7%  
from 436 sessions in  
2022-22



Youth Work Hours  
Delivered: 2,283



Estimated Total Value  
of The Volunteer  
Workforce Given:  
£27,752



Compared to 2021-22  
Fiscal, Our Income is:  
£98,833.93 Up 66.3%  
and Expenditure is:  
£87,233.13 Up 286%  
and Our Reserves,  
Restricted &  
Unrestricted Funds  
Total are: £55,275.81



Estimated Total Hours  
Running of the  
Organisation (Trustees)  
Given: 3,012



Estimated Total Value of  
Trustees Given time:  
£75,300



National & Local  
Awards Achieved: 209  
(69.7%) and 91 (33.3%)  
Working Towards an  
Award/ Qualification



Marginalised & At Risk  
Members Accessing  
Provisions: 511 - 65% of  
Our Total Membership



Those with Special  
Educational Needs and  
or Disabilities: 270  
(34%) of Our Total  
Membership)

**SPECIALIST  
YOUTH WORK**  
ASPIRE ✨ CREATE ✨ ACHIEVE

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## Case Studies

Youth workers helped me get employment by supporting me through some workshops on writing a CV, and writing job applications, explaining the purpose of what a job description and job specification were, and they set up a range of mock interviews to develop my interview skills.

I am a refugee from Ukraine and the youth workers provided me with transport, and food and used their phones to translate. Truly supportive as I was so scared and not knowing what was happening. They reassured me, were friendly and stayed with me all day until they took me to my new place to live. They went further to find local youth work projects near my new home too.

Adam, I would be utterly lost and in a dark place still, if it were not for Specialist Youth work providing me with a mix of focused solutions and approaches that got me doing things for myself.

Specialist Youth Work has been a lifeline for me. I am now 20 and they have given me a volunteer role with training and support, and I am now applying for a youth worker apprenticeship role.

I hate school, Beth said at a youth club. Over 3 weeks, Beth felt confident enough to disclose some concerns at home and within her friendship group. She was not happy; she was regularly bullied and exploited at the same time. Youth work intervention gave me support both in school and at a youth club. A lifeline as I made new friends and changed my mates, swapped classes through the support of Darren at Specialist Youth Work and I am now doing much better. Schools monitor things more, so there is an understanding. Thanks, SYW!

Without the friendly youth work team at Specialist Youth Work, I would have nowhere to go, be a nuisance in the town centre and get into trouble with the police.

I have made so many new friends within the LGBT+ project and it has helped me build my confidence and self-esteem to come out to my family having spent 6 months exploring and questioning to finally know who I am. Thanks for being you and referring me to the project Loui said.

We love all that you do Amy said. You have given us so much and we have had a chance of getting away from my toxic home environment I am now hoping to join SYW as a young volunteer.





## Plans for 2023-24

- Review / Develop a long-term partnership with the YMCA to secure future funding for the delivery of the Redhill Youth Club for the next 3 years.
- Review of the Woking building lease for Unit 4 we have.
- Secure & Plan for the Easter, Summer & Christmas Holiday Activity & Food (HAF) Programmes.
- Work on the development of the Fundraising Strategy.
- Apply for Grants for new initiatives (Tesco, Lottery, Persimmons).
- Maintain and develop the use of the digital social media & website (Review regularly).
- Policy Reviews (i.e., Data Protection/ GDPR, Safeguarding).
- Development of Youth Club work in new Areas.
- Maintain and source future Workforce Development & Training.
- Secure the remaining funding for the Mobile Youth Work Project (Minibus).
- Explore data management systems for project data inputting.
- Maintain existing provision.
- Recruitment of new Volunteers.



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## Treasurers Accounts Report 2022-23

This financial summary will provide an overview of some of the income and expenditure that has occurred (finance sheets are on pages 12 and 13).

In this fiscal year post COVID-19 Pandemic, we have done well all things considered.

The accounts show an increase in **income** up 66% against 2021-22, and our **expenditure** has increased 286% due to "business as usual" resuming post-pandemic and the restrictions being lifted but also linked to the income and expenditure specifically of the 9-seater van purchased in 2022-23.

Our biggest income this year has been from donations, VAT claims, and grants received. The lease grant is less than what was secured in 2020-21 as a result of two payments that year being made for rent owed in 2019-20 SCC were liable for. There is an annual increase SYW set for the lease rent SCC paid to us.

New costs incurred this year and planned for, for the foreseeable future include; the Government "Make tax Digital" (MTD) systems that we have to pay annually for a software package to claim back VAT. HSBC Bank monthly bank charges added and van maintenance (road tax, insurance and diesel costs).

The Gift Aid claim this year is 22.5% up from 2021-22, this was due to the global pandemic and restrictions being lifted and services resuming meant an increase in fundraising, donations and subscriptions, from activities taking place.

VAT claim is up 558% from 2021-22, this is because of the purchase of the Van and IT equipment purchases increasing the VAT claims made.

We had a larger amount of refunded cash, due to faulty goods purchased returned as they were damaged in transit and subsequently found the items cheaper elsewhere. Other expenditure was linked to volunteer/staff training linked to the national Lottery £10k grant expenditure this year: IT and Phone equipment for volunteers.

We have been able to increase the reserves the charity held is up 25% from 2021-22, and is now at £20k.



James Cox - Treasurer (Board of Trustees)

## Independent Examiner's Accountancy Report

To the Trustees of **Specialist Youth Work**, I report on the accounts for the year ended **31<sup>st</sup> March 2023** which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out within this report is made solely to the trustees by Section 145 of the [Charities Act 2011](#). My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act).
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether matters have come to my attention.

### Basis of Independent Examiner's report

My examination was conducted by the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by Specialist Youth Work and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*):

- 1) This gives me reasonable cause to believe that in any material respect the requirements


- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2) to which attention should be drawn, to enable a proper understanding of the accounts to be reached.

**\* Please delete the words in the brackets if they do not apply\***

**Name:** Mr. Derrick A Daft

**Address:** 6 Stanford Hill, Loughborough, Leicestershire, LE11 1LX

**Signature:**  .....

**Date:** 8<sup>th</sup> September 2023

**Examiners Notes:**

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn to enable a proper understanding of the accounts to be reached.

**Definition:** The **Charities Act 2011**, [Section 144](#) applies to a financial year of a charity if the charity's gross income in that year exceeds £1 million or the charity's gross income in that year exceeds the accounts threshold. At the end of the year, the aggregate value of its assets (before deduction of liabilities) exceeds £3.26 million.

# Specialist Youth Work - Financial Accounts 1st April 2022 to 31st March 2023

<u>Income</u>	<u>Bank</u>	<u>Cash</u>	<u>Total</u>	<u>2021-22</u>
Membership Fees/ Subs/ Enrolment	£1,532.00	£0.00	£0.00	£341.11
Charity Grants	£16,808.93	£0.00	£0.00	£16,365.00
Buildings/ Lease Grants/ Funds	£7,343.00	£0.00	£0.00	£10,300.00
Donations	£18,435.00	£0.00	£0.00	£8,746.01
Targeted Youth Work/ Activities	£22,694.68	£0.00	£0.00	£15,076.55
HMRC Gift Aid	£6,041.17	£0.00	£0.00	£4,932.83
HMRC VAT	£19,729.83	£0.00	£0.00	£2,997.80
Every Click/ Amazon (Donations)	£66.94	£0.00	£0.00	£35.39
<b>Refunds (Activities / Equipment)</b>	<b>£3,393.28</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£668.65</b>
Tuck Shop	£789.10	£0.00	£0.00	£0.00

<b>Total Income</b>	<b>£96,833.93</b>	<b>£0.00</b>	<b>£96,833.93</b>	<b>£59,463.34</b>
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<u>Expenditure</u>	<u>Bank</u>	<u>Cash</u>	<u>Total</u>	<u>2021-22</u>
Stationary/ Branding/ Postage	£166.45	£0.00	£0.00	£239.39
Activity & Work Equipment (incl VAN)	£59,749.85	£0.00	£0.00	£6,940.42
Workforce Training	£745.36	£0.00	£0.00	£0.00
Transport/ Volunteer Expenses	£2,603.40	£0.00	£0.00	£874.18
Governance (Liability Insurances)	£248.74	£0.00	£0.00	£212.80
IT Computer & Softwares	£2,426.92	£0.00	£0.00	£630.97
Workforce Recruitment Costs i.e.DBS	£0.00	£0.00	£0.00	£0.00
Building Lease/ Maintenance Costs	£2,684.99	£0.00	£0.00	£2,270.30
Charity Work Phones	£2,528.88	£0.00	£0.00	£215.98
Website & SharePoint	£92.24	£0.00	£0.00	£3,005.58
Van Insurances/ Maintenance	£1,433.29	£0.00	£0.00	£1,369.95
Youth Provisions - Refreshments	£747.65	£0.00	£0.00	£994.01
Staff Salaries / Wages/ NI/ Pensions	£1,580.48	£0.00	£0.00	£0.00
Staff / Volunteering Clothing	£412.19	£0.00	£0.00	£0.00
Youth Projects/ Activities	£11,592.73	£0.00	£0.00	£6,991.43
Tuck Shop	£122.50	£0.00	£0.00	£0.00
HSBC Bank Account Charges	£87.46	£0.00	£0.00	£5.00

<b>Total Expenditure</b>	<b>£87,223.13</b>	<b>£0.00</b>	<b>£87,223.13</b>	<b>£23,750.01</b>
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<b>Bank Balance b/f - 1st April 2022</b>	<b>£49,058.29</b>	<b>HSBC Bank</b>
<b>Income Exc Refunds</b>	<b>£142,498.94</b>	<b>Sort: 40-14-03</b>
<b>Expenditure</b>	<b>£87,223.13</b>	<b>Account: 83885569</b>
	<b>£55,275.81</b>	

Updated 31.03.2023

### Restricted Funds

Description	Costs	Comments
SYW Reserves/ Building Emergencies	£20,000.00	
Van Costs	£5,000.00	
Building Maintenance/ Lease Costs	£14,000.00	
Operational Running Costs	£8,000.00	
	<b>£47,000.00</b>	

**Restricted funds are sums of money that are held on trust for particular purposes and can only be spent on those purposes**

### Unrestricted Funds

Description	Costs	Comments
Funds	£8,275.81	
	<b>£8,275.81</b>	

**Unrestricted or general funds – these are funds that a charity has received from a donor and which are not held for any particular charitable purpose.**

Specialist Youth Work would like to say a **BIG Thank You!** to all our supporters and donors for their support in **2022-23**



Online Free Shopping  
Donations at  
[www.everyclick.com](http://www.everyclick.com)



**High Sheriff Youth Awards**  
Helping young people make Surrey safer



FOYLE FOUNDATION



**ACTIVE SURREY**